

General Policies and Procedures

- 1.0 **GENERAL**
- 1.01 Administrative Policies and Procedures Manual Guidelines



POLICY 1.01

Subject: **Administrative Policies and Procedures Manual Guidelines**

Approval/Amendment Date(s): November 9, 1995

Associated Procedure/Documents: A 1.01 Administrative Policies and Procedures Manual Guidelines

Next Review Date:

Purpose/Philosophy:

The College believes policy which is well developed and efficiently administered is the foundation for effective management of the College. The College further believes policies and procedures need to be developed in consultation with staff and clearly communicated to staff.

1.0 Policy:

Board motion #2079/90 states that established policies and procedures to be followed in the day-to-day administration of the College are to be clearly set out in an Administrative Policy and Procedures Manual.

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PROCEDURE A 1.01

Subject: **Administrative Policies and Procedures Manual Guidelines**

Approval/Amendment Date(s): November 9, 1995

Associated Procedure/Documents: Policy 1.01 Administrative Policies and Procedures Manual

Next Review Date:

Procedures:

A.1.01.01

The Administrative Policies and Procedures Manual includes the major guidelines on College operations and describes the manner in which policies are administered.

A.1.01.02

Administrative policies and procedures are to be clearly set out in a manual to be maintained and kept current by the CEO in consultation with the senior management staff.

A.1.01.03

College staff may submit recommendations for policy and procedure changes through normal channels of communication.

A.1.01.04

Administrative policies and procedures shall be approved by Senior Management Committee. Proposals for new policy and procedure or revisions to existing policy and procedure should be circulated to committee members in advance of meeting dates.

A.1.01.05

Copies of the Policy and Procedures Manual are distributed to all supervisors throughout the College.

A.1.01.06

Revisions and additional policies and procedures will be distributed from the President's office to manual holders who are responsible for incorporating the changes to their manuals and ensuring appropriate staff are informed about relevant policies.

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